

Parking lot

Purpose

A tool for group use where participants can 'park' self-adhesive notes to highlight what is going well, what needs to be improved, questions and ideas, for review at a later time.

Process

- Prepare a large sheet of paper or chart and divide it into quadrants.
- Label each quadrant with a heading such as:
 - What is going well?
 - What are the questions?
 - What can be improved?
 - What are the ideas or issues?
- Provide the participants with self-adhesive notes for 'parking' suggestions, issues, ideas and questions at any time during the session.
- Set aside an appropriate amount of time to review and address the issues on the notes.

Product

The parking lot captures participants' issues, ideas, reflections and questions when they arise. It provides the facilitator a visual display of issues to be dealt with at some stage during the workshop.

PrimaryConnections examples

- Set up a parking lot at every session to capture participant responses.
- Set up a parking lot in your classroom. Teach and encourage students to use it.



Reference

Langford, David (2003). *Tool Time, Choosing and Implementing Quality Improvement Tools*. USA: Langford International Inc.